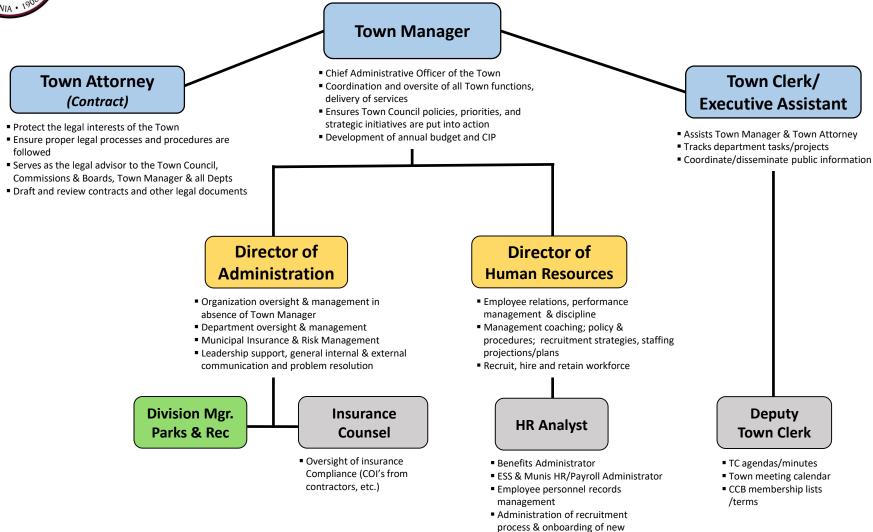




Administration



employees



Engineering, Planning & Development

Director of Engineering, **Planning & Development**

- Overall management and coordination of the dept
- Manages certain capital projects, prepares grant applications for VDOT Revenue Sharing, Loudoun County capital projects grants, federal funding, with assistance from CP management

Planning Manager

- Works with Senior Planner to coordinate with developers, promote economic development within the Town
- Reviews site plans

Permit & Code

Enforcement

outside referral agencies

Tracks review comments

and coordinates with

applicant and P&Z

Administrator

Senior **Planner**

- Plan review, Comprehensive Plan coordination, zoning and other ordinance revisions

Planning Operations Coordinator

- attendance at night meetings
- Preparation of agendas and minutes

Capital Projects Coordinator (2)

- Manage capital projects, especially those with VDOT or Federal funding
- Submits reimbursement requests as needed
- Tracks projects throughout, from concept to construction and final completion

GIS & **Special Projects** Coordinator

- Coordinate updates to the GIS as needed
- Provide mapping assistance and & GIS assistance to department as needed
- Research deeds & easements, especially for water/sewer in cooperation with PW maintenance
- Review plans, especially fence permit applications
- Limited Capital Project management

Site Inspector

- Inspection of water, sewer, roadway infrastructure for both private/public projects
- Grease & Grit policy tracking and enforcement as needed
- Cross Connection control tracking and enforcement
- Right-of-way permit review, tracking ,inspection, coordination with applicants
- Paving replacement program coordination

Asset Management Coordinator

- Evaluate assets at all Town facilities, in cooperation with **PW Director & Superintendents**
- Assign values, useable life, time for replacement and estimated cost
- Work with dept mgmt to repair/replace assets, track the replacements and keep the asset mgmt listing up to date
- Serve as backup to the Site Inspector as necessary
- Capital asset replacement plan for all infrastructure, facilities and assets

Facilities Specialist

- Repair/replace and assist in identification of needs at each of the Town Facilities
- Assist with inspections from outside sources as needed to identify needs and costs

Coordinator ■ Liaison for (2) CCB's Receives permit applications, sends applications to reviewers including

- Administration of CCB's,
- Customer service and general administrative assistance for dept.



Finance

Director of Finance

- Department oversight & management
- Munis ERP Project Exec Sponsor
- Financial Admin & Coordination of Financial Advisors
- Long term fiscal planning & credit rating
- Treasury Management & Investment

Assistant Director

- Serves as Acting Director in absence of Director
- Oversight of Revenue and Procurement Operations
- Munis ERP Project Manager
- Revenue and Financial Analysis

Financial Analyst

- Budget & CIP Development & process
- Munis Budget Administrator
- Budget document & GFOA award
- Financial analysis

Accounting Manager

- Management of Accounting Team
- Munis Accounting, Open Finance & HR/Payroll Lead Administrator
- General ledger management
- Manage annual audit, ACFR prep & GFOA award
- Financial analysis & CIP

Accounting Specialist

- Business License Lead
- Munis Business License Administrator
- Revenue Accounting
- Fixed Asset Accounting
- Customer Service

Sr. Accounting Technician

- Utility Billing & Acct Management
- Munis Utility Billing Administrator
- Customer Service
- Customer Operations Lead

Accounting Technician (2)

- Customer service & front desk
- Meals Tax & Misc Receivables Lead
- Records Management
- Payment processing

Procurement Specialist

- Compliance Town Procurement Policy & Public Procurement Act
- Manage formal solicitation process
- Munis Procurement Administrator
- Procurement support to all depts
- Purchase order management

Accounting Technician (A/P)

- Invoice processing
- Vendor account maintenance
- Payment distribution

Payroll Specialist

- Payroll processing
- Munis HR/Payroll Implementer
- Accounts payable
- Fixed asset inventory & database
- Procurement backup



Information Technology

Director of IT

- Coordinate & manage current and future IT needs for all Town departments
- Prepare & implement project plans for new and/or upgraded systems
- Incident troubleshooting, diagnosis & repair

Network Administrator

- Management of network, Active Directory, email & phone environment
- Incident troubleshooting, diagnosis and repair of end user issues
- Monitor, troubleshoot and repair infrastructure issues

IT Specialist

- Helpdesk incident reporting, diagnosis & troubleshooting
- Asset inventory management
- Website updates

Systems Integrator

- Systems analysis, project management
- Software development, system maintenance and design
- Application security maintenance



Parks & Recreation



- Events planning, execution & management
- Volunteer Coordination
- Liaison with outside organizations

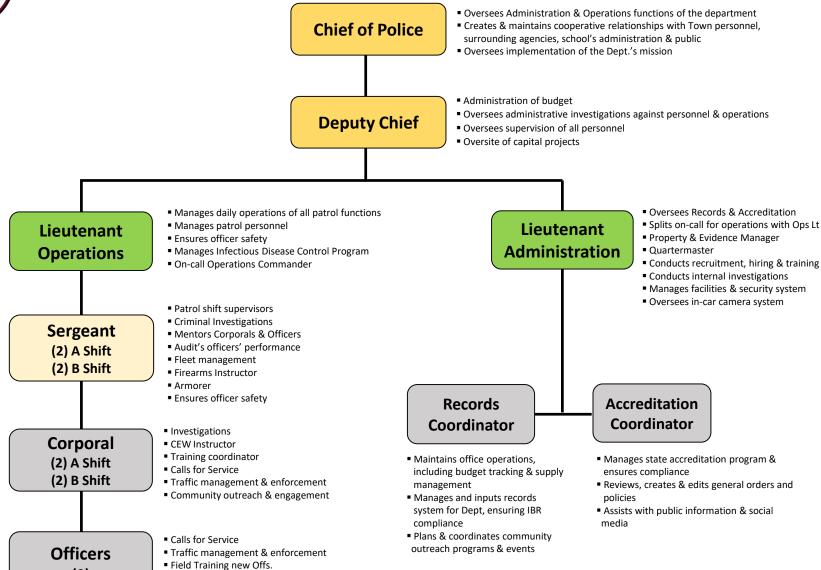


(9)

■ Criminal Investigations

■ Community outreach & engagement

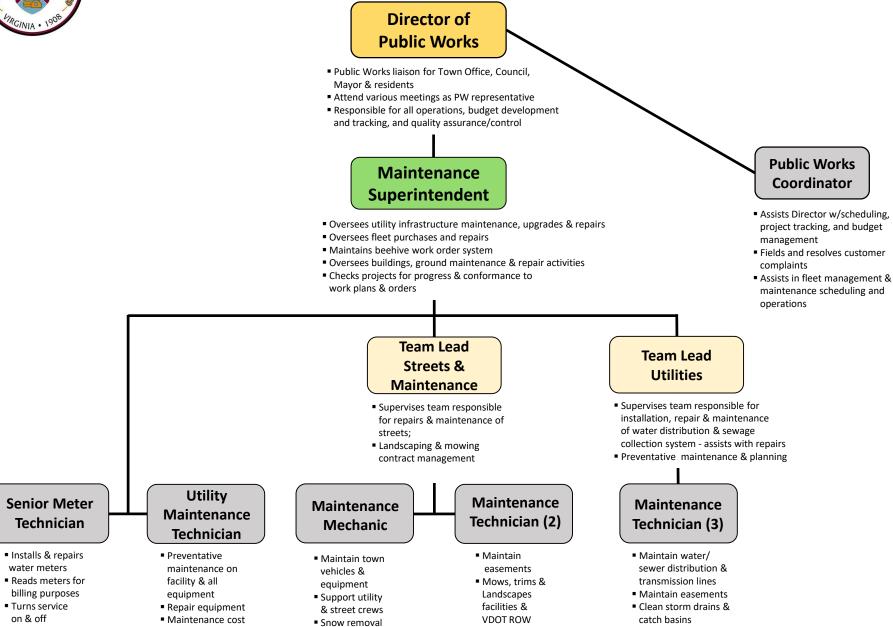
Police





tracking

Public Works – Utilities & Streets Maintenance



■ Snow removal

Snow removal



Public Works – Wastewater Treatment



- Plans, organizes and directs the operation of the WWTP & related facilities
- Monitors and administers the division budget; prepares annual operations budget & assists in the capital projects budget
- Ensures plant efficiency
- Prepares and submits operational reports

Laboratory & Environmental Compliance Manager

- Analyze all permitted samples
- Prepares and maintains technical reports on results of analyses conducted
- Ensures all compliance & quality assurance standards are met
- Develops lab budget & orders necessary supplies for plant and lab
- Performs routine chemical, biological & physical analysis of WW samples to ensure compliance with permitting requirements
- Trains & certifies all staff on laboratory testing
- Maintains barcode asset inventory for WWTP and lab items

Lab Technician

- Performs routine chemical, biological & physical analysis of WW samples
- Responsible for Plant Chemical Safety Data Sheet (SDS) program
- Performs routine chemical, biological & physical analysis of WW samples
- Performs and records chemical lot verifications, thermometer accuracy checks & pipette accuracy verification

Assistant Superintendent

- Oversees the operation and maintenance of the plant to ensure that it is operating properly and efficiently
- Assists in preparing monthly and yearly reports to regulatory agencies
- Oversees the biosolids process and disposal
- Oversees the asset management/maintenance program

Class I Operator (4)

- Ensures operational compliance of the WW plant and solids handling
- Prepares operational reports
- Oversees monthly operation training sessions
- Maintains the asset management /maintenance program

Class II Operator (0)

- Orders chemicals and assists in preparing the chemical budget
- Mentors operators
- Operates WW facility and solids handling facility

Class III/IV/Trainee Operator (1)

- Operates WW facility and solids handling facility
- Performs process lab testing and makes process control adjustments
- Performs maintenance/ recovery cleans on membranes

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Public Works – Water Treatment

